

Staff File Checklist

All items are to be completed before staff members work with children, except as noted:

Staff file requirements:			
Name:			
Home address:			
Phone number:			
<input type="checkbox"/> Date of birth:		<input type="checkbox"/> Date of hire:	
<input type="checkbox"/> Emergency contact name & number:			Date completed or documented:
<input type="checkbox"/> Job description			
<input type="checkbox"/> Application, résumé, or personal data sheet			
<input type="checkbox"/> Reference #1:			
<input type="checkbox"/> Reference #2:			
<input type="checkbox"/> Release of employment history form			
<input type="checkbox"/> Service letters:			
<input type="checkbox"/> Two additional references are required if unable to obtain at least one service letter			
<input type="checkbox"/> Orientation			
<input type="checkbox"/> Employee declaration			
<input type="checkbox"/> Adult abuse registry check			
<input type="checkbox"/> Initial and yearly review of child abuse recognition and reporting law	Dates		
<input type="checkbox"/> Acknowledgement that alcohol and illegal drugs are prohibited at work			
<input type="checkbox"/> Initial and yearly review of safe sleep procedures, if center serves infants	Dates		
<input type="checkbox"/> Training on proper handling, storage, preparation, and feeding of breast milk and formula, if applicable			
<input type="checkbox"/> Fingerprint appointment scheduled before start of employment			
<input type="checkbox"/> Fingerprint verification and criminal history report results (cannot be left alone with children until these are received)			
<input type="checkbox"/> Copy of driver's license, if transporting children			
<input type="checkbox"/> Physical (within 30 days – 60 days is permitted when unable to obtain an earlier appointment)			
<input type="checkbox"/> TB test or screening (within 30 days of hire)			
<input type="checkbox"/> Delaware First qualifications certificate (within 60 days of hire & cannot be alone with children until certificate is received)			
<input type="checkbox"/> CPR certification (within two months of hire)			
<input type="checkbox"/> First Aid certification (within two months of hire)			
<input type="checkbox"/> Professional development plan (within three months of hire)			
<input type="checkbox"/> Annual training hours (begin collecting after first OCCL annual review)			